



## **JOB DESCRIPTION**

Title: **SAFETY/HEALTH MANAGER**  
Department: Human Resources  
Class Code: 1777  
FLSA Status: Non-Exempt  
Effective Date: July 1, 1995 (Rev. 07/2008)  
Grade Number: 22

### **GENERAL PURPOSE**

Under the direction of the Human Resource Director, responsible for developing and organizing the administration and maintenance of Murray City Safety/Health and loss control programs, so as to minimize the frequency and severity of accidents and injuries. Works with all departments on the development and implementation of safety and loss prevention programs. Makes recommendations to the City administration for resolution and corrective action related to vehicle and injury insurance claims. Oversees the City's Workers' Compensation program. Prepares and conducts training programs related to UOSHA, OSHA and DOT regulations.

### **EXAMPLE OF DUTIES**

- \*-- Initiates and develops city policies and procedures to ensure that safety/health measures are implemented and maintained throughout the city.
- \*-- Reads and interprets risk management related information and assists City departments in applying that information in reducing City liability.
- \*-- Oversees the City's Worker's Compensation claims administration program, and reviews and analyzes all non-reportable vehicle accidents, near accidents, first report of injuries and supervisor's accident investigation reports; enters Worker's Compensation claims electronically via the internet, calculates days away from work, and updates the OSHA 300 log; follows-up with injured employees and works with departments to help employees return to work as soon as possible; meets with department safety representatives and supervisors to analyze problem areas and determine corrective actions that will reduce high frequency accidents.
- \*-- Presides at monthly city safety committee meetings; may attend and/or present various topics at department safety meetings; works directly with city and department safety representatives, to implement needed safety/health and risk prevention training.

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- \*-- Oversees the City's Wellness Council, helping employees create a culture of wellness and healthy lifestyles by establishing programs, activities, lunch & learn classes and yearly goals; presides at monthly meetings; coordinates risk assessments through Healthy Utah in order to decrease healthcare costs and improve health status of employees.
- \*-- Responsible for the development and implementation of city-wide training programs related to safety/health issues to include OSHA, DOT Regulations and document retention of employee safety training, policies, definitions, development and procedures for implementation.
- \*-- Ensures that all city buildings, facilities and operations are inspected semi-annually to identify and minimize safety/ health risk exposures; work with department representatives to plan, develop and implement safety and loss prevention programs.
- \*-- May conduct worksite inspections and employee training to ensure proper environmental work practices are being followed; advise department heads and employees regarding proper practices and may participate in the implementation of environmental programs.
- \*-- May coordinate with insurance representatives related to renewal of general building liability insurance policies; maintains City's insurance files, confers with the liability insurance representatives to update the risk management program.
- \*-- Analyzes documents related to the causes of injuries and accidents with the exclusion of cited traffic accidents; advise department heads and employees regarding mitigation of risks, and coordinates the planning and implementation of training programs.
- \*-- Conducts periodic risk audits of city departments to ensure compliance with City policies related to UOSHA, OSHA and DOT regulations.
- \*-- Checks on the use of all types of personal protective equipment, evaluates their effectiveness and suggests improvement where needed.
- \*-- Serves as the interface between department/divisions, DOT, OSHA and Workers Compensation loss control representatives in order that the city fulfill its risk management obligations.
- \*-- As approved by the Human Resource Director, maintains relationship with outside safety/health, insurance and risk management fields through seminars, personal contacts, professional memberships, publications and continuing education in order to remain abreast of new developments in safety/health, loss control, self insurance plans, insurance and tort law, government regulations and the insurance market.
- Oversees administration of employee's physicals, safety incentive programs, drug testing programs, hearing conservation, defensive driving classes, annual driver license checks and CPR/First Aid training.

- Prepares and distributes safety committee minutes, various accident/injury analysis reports and summaries, and safety/health related articles and bulletins.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from college with a Bachelors degree in risk management, industrial safety and health, safety engineering, safety management or closely related field plus two (2) years of progressively responsible risk management or safety-related experience, preferably in the construction trades field or an equivalent combination of related education and experience.
- Safety experience in Public Utilities (streets, water, sewer or electric) is desired but not required.
- Certifications in safety and/or risk management such as Certified Safety Professional (CSP) or Associate of Risk Management (ARM) preferred.

### Special Requirement

- Must have valid Utah Drivers License.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of insurance industry, public risk management and loss control practices; working knowledge of safety/health, environmental, engineering and loss prevention procedures.
- Ability to analyze and understand safety/health policies and principles; ability to maintain efficient risk management systems and procedures; ability to analyze risks and exposures; ability to establish and maintain effective working relationships with employees, supervisors, city officials, vendor, claimants and the general public; ability to communicate effectively, orally and in writing.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing and spreadsheet software; phone; copy machine; fax machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in office, vehicle and outdoor settings. Employee is occasionally exposed to wet and/or humid conditions or moving mechanical parts.
- The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.